

# Instructions for Registering -KSHP Spring Conference May 20, 2016

All course evaluations and printing of CE statements of credit will be done with a new web-based system. To use the system, you need to set up your CE account unless you have used the Sullivan University College of Pharmacy continuing education site previously. You then need to register for the CE sessions at the program. This can be done before the program or afterwards. Here are step-by-step instructions for registering for the continuing education site

**Note:** If you do choose to set up your CE account before the conference, and wish to bring your laptop, I-Pad, or other similar device, you can complete the course evaluations as you go on Friday. Instructions for accessing the course evaluations will be available at the conference.

**Step 1** To use the continuing education website, you will need an *e-PID* (electronic Personal ID) number. This is your unique reporting number from the National Association of Boards of Pharmacy's CPE Monitor program. The *e-PID* number and your birth date (month-day) will be needed at ALL continuing education activities from now on. If you don't yet have an *e-PID* number, please go to <http://www.nabp.net/programs/cpe-monitor/cpe-monitor-service/> and do the one-time registration process. Be sure to make note of your *e-PID* number and your password.

**Step 2** Go to the continuing education website: <http://ce.sullivan.edu/>  
**Note: All previous users with an account have been migrated into the new system. Please log in using your email address and use the temporary password of firstnamelastnamezipcode.** An example would be janedoe40205

**Step 3** As this is your first time on the website, you will need to register in our system. Do this by visiting <http://ce.sullivan.edu/>. You will enter your pharmacist state registration number and email address. You will also need your date of birth (MM-DD) and your e-PID number to create an account.

**Sullivan University**  
College of Pharmacy

Home FAQ

Welcome to the login for the Sullivan University College of Pharmacy's Continuing Education Program. If you have an account, please enter your email address and password to access all program materials and your CE records. If you are visiting for the first time, please enter your state professional registration number and email address as the initial step to the guided account set-up process.

Current Account Holders:      New Account Sign-up:

Enter Your Email Address:      Enter Your State Registration Number:

Enter Your Password:      Enter Your Email Address:

Log-in To Your Account      Click To Verify Email Address

If you have forgotten your password, [Click Here](#) to have it emailed to you.



After submitting your account data, you now have the option to change your temporary password. Please do so now and make note of it as you will need this for all future conferences you attend. Once new password entered and confirmed, click on Update Account.

Position

Employer Address

Employer City

Employer State

Employer Zipcode

License 1

Items marked with an asterick (\*) are required fields.

Do you want to change your password:

Enter new password:

Confirm password:

[Update Account](#)

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#### Step 4

To register for the KSHP 2016 Spring Conference, click on Available Live Activities. On the next screen, Register for a Live Activity by choosing your selected program (KSHP 2016 Spring Conference) and click the green Register button.

Available On-line Activities  
View available home study activities

Available Live Activities  
Register on-line and view live activities

Complete Live Activity Evaluations  
Complete an evaluation and obtain your statement of credit

Access Code Short Cut  [Go To Evaluation](#)

Update Your Account  
Change name, address, contact and license information

View Account History  
Print statements of credit

Continuing Professional Development  
Future plans call for the development of a CPD Portal

Register for a Live Activity

- UICL May Monthly Series - May 5, 2016 - University Of Louisville Hospital
- May 2016 Grand Rounds - May 11, 2016 - Sullivan University College of Pharmacy

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## Step 5

After you have attended the conference, you will need to complete course evaluations for each session. The course evaluations will ask you to evaluate the speaker, whether the session met your needs, whether learning objectives were met, and will ask you to enter a short summary (a sentence or two, at most) about what you learned at the session and how it applies to your clinical practice. **You will also need an access code number for each individual session. Those numbers will be provided at the end of each presentation. Be sure you make note of those numbers.** Instructions on how to access the course evaluations will be provided at the conference.

If you have any questions about how to access the CE software, either before or after the conference, please contact Tina Frederick at the continuing education office. Her e-mail address is [TLFrederick@sullivan.edu](mailto:TLFrederick@sullivan.edu) and her phone # is 502-413-8975.